



## **Public Records Retention Policy**

Originally Approved by the Board of Park Commissioners: September 9, 2010

Revised by the APD Records Commission: October 28, 2020

Re-approved by the Board of Park Commissioners: September 14, 2021

The Anderson Park District Records Commission shall be composed of a member of the Board of Park Commissioners, and at least the Executive Director, or their designee, and the Financial Officer. The commission shall meet at least once a calendar year, and upon call of the chairperson.

The function of the commission shall be to review applications for one-time disposal and schedules of records retentions and disposition submitted by park district offices. Records may be disposed of by the commission pursuant to the procedures and guidelines issued by the local government records program of the Ohio History Connection. The commission shall use the suggested records retention periods of the Ohio Township Records Manual for guidance in determining retention periods. The commission may at any time review any schedule it has previously approved, and for good cause shown, may revise that schedule. The commission shall maintain the records retention schedule and shall oversee the maintenance and disposal of records of the park district in compliance with that schedule.

When park district records have been approved for disposal, a list of such records shall be sent to the auditor of state. If the auditor of state disapproves the action by the commission, in whole or in part, the auditor of state shall so inform the commission within a period of sixty days, and these records shall not be destroyed. Before public records are disposed of, the Ohio History Connection shall be informed and given the opportunity for a period of sixty days to select for its custody such public records it considers to be of continuing historical value.